

Vancouver Island West School District 84
District OH&S Committee Meeting
May 6, 2020 – 3:30 pm – by Zoom

Present: Marty Szetela (Co-Chairperson) and Myles Woodland (KESS), Allison Stiglitz (Board), Harmony Nielsen (CMESS), Ken Lees and Kathleen O'Reilly (GRSS), Rob Wilson and Anita Rose (RWES), Heather Goodall and Kathleen Keil (NK), James Lemmon and Wendy Beaton (Tsawalk), Lawrence Tarasoff, Deane Johnson, Bonnie Loranger (SBO/Maintenance), Annie McDowell (Secretary)

Call to Order:

Marty called the meeting to order at 3:35 pm and noted that COVID-19 was not included on the agenda because it has been addressed daily at all worksites since Spring Break; however, if anyone on this District Committee wished to talk about it, it could be added to the agenda.

Approval of Agenda:

Approved.

District OH&S Committee's Terms of Reference:

As per District Policy B.12, the District OH&S Committee is made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve health and safety problems in support of the Occupational Health and Safety Program in Vancouver Island West School District 84. The Terms of Reference were included in the agenda package as a reference.

Co-Chairs for District OH&S Committee and Secretary:

- Employer Co-Chair – Marty Szetela, KESS
- Employee Co-Chair – Harmony Nielsen*, CMESS
- Secretary – Annie McDowell

*The Employee Co-Chair position has been vacant and was filled by Harmony by acclamation.

Accident/Incident/Investigation Reports (Causes and Prevention), Trends and Statistics:

The District's 2019 Injury Review Report was provided to the Committee for review. This annual report is compiled by the District's Claim Managers at School District 23. Marty provided time for attendees to share observations or suggestions following from the statistics. Annie provided some background information and stated that she had discussed the report previously with Mr. Gregg Weaver who is the SD23 Health and Safety Supervisor. Gregg stated that one way to improve SD84 stats would be to focus on a tighter gradual return to work program by providing more modified duties in order to get employees back to work sooner.

No observations or suggestions surfaced from the group.

Ongoing Business:

- Evaluation of Joint Health and Safety Committee – **Documented Reminder:** Due June 30th to Annie – to be completed by each worksite's OH&S employer/employee reps.

- Annual First Aid Assessment – **Documented Reminder:** Due June 30th to Annie – to be completed by each worksite’s OH&S employer/employee reps.
- Annual Training for OH&S Reps – **Documented Reminder:** A reminder that all OH&S reps are entitled to eight hours of annual training and Annie will follow up with an email to reps.
- Violent Incidents Summary for 2019-2020 – A listing of all incidents for 2018-2019 and 2019-2020 was provided to the Committee for information.
- Find a Hazard – A reminder that ‘Find a Hazard’ forms are available on the District’s Health and Safety website for anyone who notices a hazard at the worksite. Please fill out the form and give it to your Supervisor who will take action – and the form will be entered into a draw for a prize! 😊

New Business:

Marty asked if any school or department wanted to note any OH&S challenges that they face at their worksite, to be documented for future consideration or to brainstorm and achieve quick solutions, for any matters wfor which the District or District OH&S Committee might be able to provide assistance.

Keeping Doors Closed: Deane mentioned that, with warmer weather, it is nice that schools are propping the doors open for fresh air; however, as the District has already had a WSBC claim as a result of an employee being stung by a bee, the doors should be kept closed. Rob noted that this is especially important given that some employees have bee sting allergies. Doors propped open also provide an easy entrance for rodents. Ken raised the emerging issue of ‘super hornets’ that are now on the Island and are killing bees, and he noted that GRSS has several windows with no screens. Sean suggested that window screens could be an annual preventative maintenance check.

Actions:

1. Marty will bring forward the recommendation to Principals to keep doors closed and not propped open.
2. Marty will follow up with Deane about adding a screen inspection to the annual preventative maintenance check.

Winter Safety and Snow and Ice Removal Responsibilities: Kathleen and Anita both raised the issue of icy conditions and who is responsible for distributing de-icer and where? Deane reported that on snowy, icy days, the first employee at the worksite is responsible to spread de-icer. Although that is usually the custodian and/or the Principal, health and safety is every employee’s responsibility. It is expected that all employees wear suitable footwear when conditions could be icy/slippery. In Gold River, Darcy and Romeo are responsible for up to the stairs at RWES and they try to get to it as early as possible in the mornings. Student labourers should also be used on those days when necessary. At GRSS, Darcy and Romeo are responsible for up to the parking lot and if the parking lot is really dangerous, to put a pathway to the front entry. The custodians are responsible for the breezeway and up to the parking lots. In ZESS and CMESS, Randy and Maureen are responsible for both – and at KESS, it seldom snows. This is reviewed each year with the Principals/Vice-Principals who then remind their staff each year that health and safety is each employee’s responsibility which includes wearing proper footwear and spreading de-icer when necessary.

Action:

1. Annie will add a reminder to the P/VP agenda in the Fall for Principals to remind all staff of their responsibilities for snow removal and de-icing and the expectation for all employees to wear winter footwear with high traction/grip soles, as a preventative measure.

Next Meeting:

The Committee agreed that the next meeting should be scheduled for October and, although required at least once each year, could take place more often if necessary.

Action:

1. The Co-Chairs will call the meeting in October with the agenda to include a review of winter safety preparations.

Adjournment:

4:09 pm.